

HR-206D

(Rev. 02/2018)

Page 1 of 13

Action Items (Select from Drop-down List)

- 1. **Job Posting** select this option when submitting a Position Description for the initial job posting. (Only Job Functions, Weight Factors, and Essential or Marginal designation are required.)
- 2. **Performance Review** select this option when completing the Evaluation Stage. "Type" of review needs to be identified on form.
- 3. **Position Description (PD)/Planning Stage** select this option if Job Functions, Success Criteria, Weight Factors, and Essential or Marginal designation are completed. (*Please note: If this combined document is submitted, a separate Position Description and Planning Stage are not required.*)
- 4. Position Description Update select this option when making changes to an existing Position Description.
- 5. **Reclassification** select this option when submitting a Position Description for reclassification purposes only. (Only Job Functions, Weight Factors, and Essential or Marginal designation are required.)

Position Description (PD)

- <u>All</u> positions <u>must</u> be declared as "Essential", "Non-essential" or "Conditionally Essential" in the Additional Requirements section for purposes of a hazardous weather event, Declaration of Emergency, or other emergency event.
 - a) **Essential** means a position which is often critical to the continuation of key operations and services of the agency and/or state government in an emergency. Employees declared Essential will be required to report to work when the office is closed unless management determines otherwise.
 - b) **Non-Essential** means a position which is not critical for basic minimum services in an emergency. Non-essential employees will generally not be required to report to work when the office is closed, absent unique circumstances. Prior to declaring a position as non-essential consult with Human Resources
 - c) **Conditionally Essential** means a position which is generally non-essential in an emergency, except when a critical service is needed pertaining to the position or for the agency and/or state government. In this instance, a Conditionally Essential employee will be required to perform the work needed if directed by management even when the office is closed and may be required to report to work.
- All positions may be required to report to work during emergency situations. (This box should be checked for all employees.)
- 3. Each job function must be designated as "Essential" or "Marginal" from the drop-down menu for purposes of performance.

(You may access the definitions for Essential and Marginal by clicking on the link included on the form.)

- 4. Each job function must include the appropriate weight factors in decimal format.
 - (The total weight factor must equal 100%)
 - 5% = .05
 - 10% = .10
 - 15% = .15
 - 20% = .20
 - 25% =.25
- 5. Only the Job Function(s), along with the appropriate weight factors, should be completed when submitting the Position Description.

(Exception: Job function one on the Supervisory form is required for all supervisors /managers.)

6. The Position Description Acknowledgement section on the Signature Acknowledgements Page should be completed once the Position Description has been covered with employee.



(Rev. 02/2018)

Page 2 of 13

Planning Stage

- 1. If applicable, the Objective(s) section to include the appropriate weight factor(s) and Essential/Marginal designation should be completed.
- 2. The success criteria for each job function and objective (if applicable) must be listed.
- 3. The total weight factor of the job functions and objectives must equal 100%. (An error message will display if the percentages do not total 100%)
- 4. Performance characteristics should be selected from the drop- down menu. After making a selection, click in the text box below and the definition for the performance characteristic will display. You may also access a listing of the performance characteristics by clicking on the link included on the form.
- 5. The Planning Stage Acknowledgment section on the Signature Acknowledgments page should be completed once the Planning Stage has been covered with employee.
- 6. All Planning Stage documents should be submitted to the office of Human Resources DDSN.

Evaluation Stage

- 1. The Actual Performance section for each Job Function and Objective (if applicable) must be completed.
- 2. The Performance Level for each Job Function and Objective (if applicable) should be selected from the dropdown menu.
- 3. Each Performance Characteristic should be rated as "Pass" or "Fail" only.
- 4. The Summary of Performance Appraisal section should be completed during the Evaluation Stage.
- 5. Save the completed form on your computer and print. Please print all pages of the document and gather the required signatures on the Signature Acknowledgment page.



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What are the minimum requirements for the position? (For classified positions, must be at least as stringent as the state requirements)

Describe the knowledge, skills and abilities needed by an employee upon entry to this job. Include any special licenses, registrations or certifications needed:



Position Description/Employee Performance Management System (EPMS) HR-206D (Rev. 02/2018)

Page 4 of 13

Describe the guidelines and supervision an employee receives in this job, including employee's independence in decision making and problem solving:

Additional requirements (to include; but not limited to):

- □ Position may require overnight travel
- Position may require employee to work evenings and weekends
- Position requires on-call shifts and call back
- □ Position requires routine driver duties
- □ Position requires frequent stooping and/or bending
- Position requires frequent lifting: _____ Ibs.
- Position requires up-to-date certification(s)
- Position requires ______ declaration
- Position may be required to report to work during emergency situations
- Other:

Job Purpose

Use the space below to describe the job purpose. The job purpose is a clear, concise statement of the reason.



Job Function(s)

The Job Function(s) should be completed for the Position Description. Determine the percentage of time that the incumbent would normally spend on this job function and determine if the function is essential. The success criteria should be completed for the Planning Stage document. The Actual Performance and Performance Level sections should be completed during the Evaluation Phase only. Please see policy HR-206 Employee Performance Management System to access definitions of essential and marginal. **Please Note**: The percentage of time and importance for Job Functions and Objectives must add up to **100%**.)

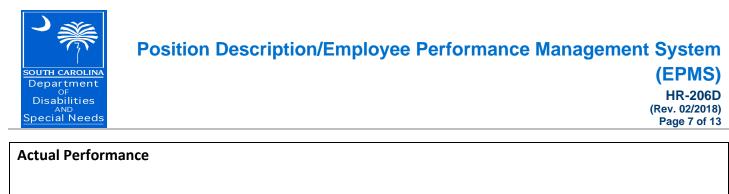
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1. Job Function		
Success Criteria		
	ST	
Actual Performance	~	
Essential	Weight Factor	Performance Level
2. Job Function		



HR-206D (Rev. 02/2018) Page 6 of 13

Success Criteria		
Actual Performance		
Essential	Weight Factor	Performance Level

-



Essential	Weight Factor	Performance Level

4. Job Function		
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Success Criteria		
Actual Performance		
Essential	Weight Factor	Performance Level



(EPMS) HR-206D (Rev. 02/2018) Page 8 of 13

		Page 6 of 13
5. Job Function		
Success Criteria	\sim	
	$\mathbf{O}\mathbf{Y}$	
Actual Performance		
6		
	5	
Essential	Weight Factor	Performance Level
6. Job Function		
Success Criteria		



Essential	Weight Factor	Performance Level

7. Job Function		
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Success Criteria		
Actual Performance		
Essential	Weight Factor	Performance Level



(EPMS) HR-206D (Rev. 02/2018) Page 10 of 13

		Page 10 01 15	
8. Job Function	ob Function		
Success Criteria			
Actual Performance			
Essential	Weight Factor	Performance Level	



Objectives (Optional)

Each objective should be identified as being essential or not. Please see policy DDSN policy.

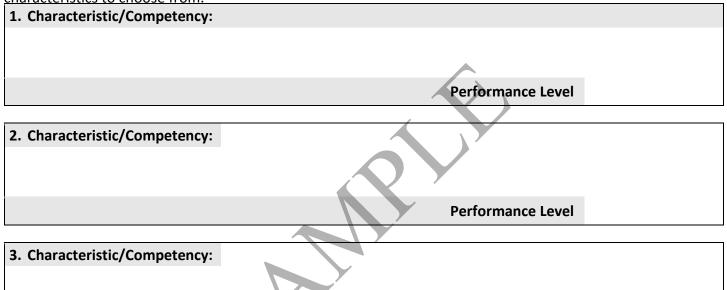
1. Objective		
Success Criteria:		
Actual Performance:		
Essential	Weight Factor	Performance Level
2. Objective		
Success Criteria:		
Actual Performance:		

Essential	Weight Factor	Performance Level



Performance Characteristics

Please see EPMS Performance Characteristic on the Agency's SharePoint site to access the list of performance characteristics to choose from.



SUMMARY OF PERFORMANCE APPRAISAL

Performance Level

Identify the employee's major accomplishments, comment on the employee's strengths for the performance review period, and identify opportunities and steps for growth or improvement for the next review period:



	Signature Acknowledgements	
POSITION DESCRIPTION ACKNOWLEDGEMENT		
Supervisor Signature:		Date:
Reviewer Signature:		Date:
Employee Signature:		Date:
(My signature indicates that this Position Description has been reviewed with me and it is an accurate depiction of this position.)		
PLANNING STAGE ACKNOWLEDGEMENT		
Supervisor Signature:		Date:
Reviewer Signature:		Date:
Employee Signature:		Date:
(My signature indi	cates that this Planning Stage and my supervisor's performance expe	ctations have been reviewed with me.)
EVALUATION STAGE ACKNOWLEDGEMENT		
Supervisor Signature:		Date:
Reviewer Signature:		Date:
 Reviewer Comments:		_
-		
-		
– Employee Signature:		Date:
(My signature indicates that I was given the opportunity to discuss the official performance review with my supervisor, not that I necessarily agree.)		
Employee Comments:		
-		
OVERALL APPRAISAL RESULTS		
Total Weight Factor % Final Rating Score		
Exceptional (2.5 – 3.0) Successful (1.5 – 2.49) Unsuccessful (1.49 and below)		
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CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. 402-01-DD Attachment B		